



## **UNITED STATES DISTRICT COURT** **DISTRICT OF SOUTH DAKOTA**



### **CJA eVoucher**

**[www.sdd.uscourts.gov](http://www.sdd.uscourts.gov)**

### **CJA Department**

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## Court Appointment

When an appointment is made, an email will be generated and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.


To: [F. Lee Bailey],

Date: 4/28/2010 10:23:55 AM.

This is to inform you that the U.S. District Court for the District of Nevada has appointed you to represent Eric Cartmann in case USA vs. Eric Cartmann 2:00-CR-00001 before this court.

You may access this appointment via the CJA eVoucher program at <http://vqsap01/CJATraining>.

Regards,  
U.S. District Court for the District of Nevada

To access the CJA eVoucher program, either click on the link provided in the email or use your browser to access the system at the web address provided. You will be taken to the CJA login page. Enter the Username and Password you were provided and press 



### CJA eVoucher

#### USER LOGIN

**Existing user?** Please log in.

Username:

Password:



[Forgot your login?](#)

**Notice:** This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

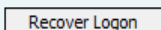
If you forgot your login you may click on [Forgot your login?](#) and enter your Username or email address to retrieve your information.

Note. eVoucher locks you out after three failed attempts. You must call the CJA Department to be unlocked. Resetting your password does not unlock you.

**Forgot your Login?** Please tell us your username and/or email. We will send you an email to retrieve the missing info.

Username:  and/or

Email:




# Home Page

Your home page provides access to all of your appointments and vouchers. Security has been put into place that prohibits you from viewing information for anyone else. Likewise, no-one else will have access to your information.

Home Operations Reports CMECF Links Help logout

> Home

Welcome Stephanie R. Amiotte (Attorney)



ATTORNEY

Welcome Stephanie R. Amiotte: [My Profile](#)

My Appointments: [View](#)

Search Existing Appointments: [Search](#)

My Active Documents

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status
<a href="#">4:14-CR-40062...</a> Start: 08/01/2014 End: 08/21/2014	Panfilo Martinez-Marti...	CJA-20 Stephanie R. Amiotte	<a href="#">Voucher Entry</a> <a href="#">Edit</a>

1Page 1 of 1 (1 items)

Appointments' List

Appointments	Defendant
<a href="#">Case: 4:14-CR-40062-LLP-JES</a> Defendant #: 1 Case Title: USA v. Martinez-Martinez Attorney: Stephanie Amiotte	<b>Defendant: Panfilo Martinez-Martinez</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 06/01/14 Pres. Judge: Lawrence Piersol Adm./Mag Judge: John Simko

1Page 1 of 1 (1 items)

My Proposed Assignments

Appointments	Defendant
All cases have been currently assigned	

No data

My Submitted Documents

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status
------	-----------	------	--------

No rows have been recorded on the database

No data

My Service Provider's Documents

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status
<a href="#">4:14-CR-40062...</a> Start: 07/01/2014 End: 07/17/2014	Panfilo Martinez-Mar...	CJA-21 Deyanira Thorin Interpreter Translator	<a href="#">Voucher Closed</a> <a href="#">0869.0000140</a> INTERIM PAYMENT 1
<a href="#">4:14-CR-40062...</a> Start: 07/30/2014 End: 07/30/2014	Panfilo Martinez-Mar...	CJA-24 Jill Connelly	<a href="#">Voucher Closed</a> <a href="#">0869.0000143</a>

1Page 1 of 1 (2 items)

Closed Documents

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status
<a href="#">4:14-CR-40062...</a> Start: 07/01/2014 End: 07/03/2014	Panfilo Martinez-Mar...	AUTH Interpreter Translator	<a href="#">Voucher Closed</a> <a href="#">0869.0000137</a>
<a href="#">4:14-CR-40062...</a> Start: 07/01/2014 End: 07/01/2014	Panfilo Martinez-Mar...	CJA-26	<a href="#">Voucher Closed</a> <a href="#">0869.0000138</a>
<a href="#">4:14-CR-40062...</a> Start: 06/01/2014 End: 07/17/2014	Panfilo Martinez-Mar...	CJA-20 Stephanie R. Amiotte	<a href="#">Voucher Closed</a> <a href="#">0869.0000139</a> INTERIM PAYMENT 1
<a href="#">4:14-CR-40062...</a> Start: 07/01/2014 End: 07/17/2014	Panfilo Martinez-Mar...	CJA-21 Deyanira Thorin Interpreter Translator	<a href="#">Voucher Closed</a> <a href="#">0869.0000140</a> INTERIM PAYMENT 1
<a href="#">4:14-CR-40062...</a> Start: 07/25/2014 End: 07/29/2014	Panfilo Martinez-Mar...	AUTH-24	<a href="#">Voucher Closed</a> <a href="#">0869.0000141</a>
<a href="#">4:14-CR-40062...</a> Start: 07/25/2014 End: 07/25/2014	Panfilo Martinez-Mar...	AUTH Investigator	<a href="#">Voucher Closed</a> <a href="#">0869.0000142</a>
<a href="#">4:14-CR-40062...</a> Start: 07/30/2014 End: 07/30/2014	Panfilo Martinez-Mar...	CJA-24 Jill Connelly	<a href="#">Voucher Closed</a> <a href="#">0869.0000143</a>

1Page 1 of 1 (7 items)

## Folders on Home Page

Your home page has several folders to organize your information.

**My Active Documents** Contains vouchers or documents that you are currently working on or have been submitted for your approval by a service provider.

**Appointments' List** Contains your active appointments.

**My Submitted Vouchers** Contains vouchers for documents that you have completed or approved and have been submitted to the court.

**My Service Provider's Vouchers** Contains vouchers or documents for service providers that you are over seeing. (See Note below.)


**Closed Vouchers** Contains vouchers or documents that have been approved or paid by the court for your active appointments. You will be able to view the removed vouchers by searching for the appointment and then selecting the voucher you want.

**My Proposed Assignments** Contains information about appointments for which you have tentatively been selected for appointment

**NOTE:** You will be able to view vouchers from all service providers that you are over seeing. However the service providers will only be able to view their own information and vouchers.

All the folders display basic information regarding the Case Number, the Defendant, Type of Document, and the Status of the Document. (The status tells you where the document/voucher is in the process, i.e., you are still entering information, it has been submitted to the attorney, it has been submitted to the court or it is closed.)

To view a specific voucher, click on the [Case Number](#) or the voucher number (i.e., [0978.0001007](#))

My Active Documents			
To group by a particular Header, drag the column to this area.		Search:	
Case	Defendant	Type	Status
<a href="#">4:14-CR-40062...</a> Start: 08/01/2014 End: 08/21/2014	Panfilo Martinez-Marti... Claimed Amount: 189...	CJA-20 Stephanie R. Amiotte	 Voucher Entry <a href="#">Edit</a>
1		Page 1 of 1 (1 items)	

**Adjusting Views.** You can change the way information is displayed in the folders.

- **Sorting.** Click on the column header to sort by that column (clicking once will sort it low to high, clicking twice will sort it high to low).
- **Change Size of Column.** Move your cursor to the line between columns until you see an arrow. Hold your left click down and drag the line in the desired direction.
- **Group by Column Header.** Click on the header for the column you would like to group by (i.e., if you want the documents grouped by case, click on the “Case” header. If you want all the documents grouped by the kind of document it is, click on the “Type” header.) Keeping the left click down, drag the column header into the identified area above the grid. To remove the grouping, drag and drop the header to its original position.
- **Closing Folder.** Click on the “-” next to the name of the folder you would like to close. Click on the “+” to open the folder.
- **Moving Folders.** Click on the title of the folder you want to move, keeping the left click down, drag the folder to the desired location and let go.

**Menu Bar.** You can use the menu bar at the top of the screen to access other functions of the program.

- **Home.** Takes you to your home page.
- **Operations.** Takes you to your appointments.
- **Reports.** Takes you to reports you can select and run.
- **CMECF.** Takes you to a screen to run docket sheets and access documents
- **Links.** Takes you to “Links” to other CJA related information
- **Help.** Takes you to “My Profile” (another way to access your profile)

“Contact Us” a means to email the court.

“Privacy” the court’s privacy statement

- **Logout.** Logs you out and closes the program.



## Profile Maintenance

<a href="#">Home</a> <a href="#">Operations</a> <a href="#">Reports</a> <a href="#">Help</a> <a href="#">logout</a>							
> <a href="#">Home</a>							
Welcome F. Lee Bailey (Attorney)							
 <b>ATTORNEY</b>	<table border="1"><tr><td>Welcome F. Lee Bailey:</td><td><a href="#">My Profile</a></td></tr><tr><td>My Appointments:</td><td><a href="#">View</a></td></tr><tr><td>Search Existing Appointments:</td><td><a href="#">Search</a></td></tr></table>	Welcome F. Lee Bailey:	<a href="#">My Profile</a>	My Appointments:	<a href="#">View</a>	Search Existing Appointments:	<a href="#">Search</a>
Welcome F. Lee Bailey:	<a href="#">My Profile</a>						
My Appointments:	<a href="#">View</a>						
Search Existing Appointments:	<a href="#">Search</a>						

To change your login information, password, personal information, and billing information; click on [My Profile](#) and then [Edit](#) for the section you would like to change.

<b>Login Info</b> Your Login information	UserName <b>FLeeBailey</b> CM/ECF Access is <b>NOT</b> validated	<a href="#">Edit</a>
<b>Attorney Info</b> Your personal info	Bar Number: <b>1111</b> Your Name: <b>F. Lee Bailey</b>  <i>Your Contact Info:</i> Phone: 702-111-1111 Fax: Cindy_Jensen@nvd.uscourts.gov  <i>Your Address:</i> 123 Las, NV 89101 USA	<a href="#">Edit</a>
<b>Billing Info</b> List all available billing info records	Your default billing info is: <b>Bailey's Law Firm</b> SSN/EIN: ***-**-1111 123 Las, NV 89101 - USA Phone: 702-222-2222 Fax:	<a href="#">Select</a> <a href="#">Add</a> <a href="#">Edit</a>

### Login Info:

- To change your Username, type the new username in the "Username" field and press [change](#).
- To change your Password, type the new password in both the "Password" and "Confirm" fields and press [reset](#).

<b>Login Info</b> Your Login information	Username <input type="text" value="FLeeBailey"/> <a href="#">X</a> <a href="#">change</a>	<a href="#">Close</a>
	Password <input type="password" value="****"/> <a href="#">reset</a>	

## Attorney Info:

It is the attorney's responsibility to maintain accurate contact information. Enter the desired information in the fields and press **Save**

**Attorney Info**  
Your personal info

**SSN Instructions:**  
If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.  
  
If you are an associate only, do not enter your Social Security Number in the SSN field.

**Payee Certification:**  
This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:  
1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and  
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).

**\* Required Fields**

Bar Number

Tax Identification Number: **\* (If on Panel)**  
SSN:   
Confirm:

First Name **\***  Middle  Last Name **\***

Main Email **\***

2nd Email

3rd Email

Phone **\***  Cell Phone  Fax

Address 1 **\***  City **\***

Address 2  State **\* (US only)**  Zip **\* (US only)**

Address 3  Country **\***

Save

cancel

## Billing Info:

It is the attorney's responsibility to maintain accurate billing information. If you would like the court to update your records, submit a CJA Vendor Form to the Clerk's Office.

You may have multiple billing records, i.e., tax number and/or addresses. If there is a change in your firm's information i.e. address, phone number, you will edit the billing record. If you need to have more than one billing record, or if you change firms, you will add the record. To select your default, click on Select, click the bullet in front of the billing record, then click select.

You must have billing information before a voucher can be paid. Billing records are attached at the time of voucher submission. Editing a billing record does not change vouchers already submitted.

**Billing Info**  
List all available billing info records

Please select your Default Billing Info:  
☒ **F. Lee Bailey**  
Billing Code:0869-000204  
300 N. Dakota Ave.  
Sioux Falls, SD  
57104 - US  
Phone: (605) 332-7030  
Fax:

Select

Add

Edit

cancel



Add

Save

If the income should be reported under your social security number, select Self-Employed. If the income should be reporter to the firm, select Firm.

Save

cancel

Save

cancel

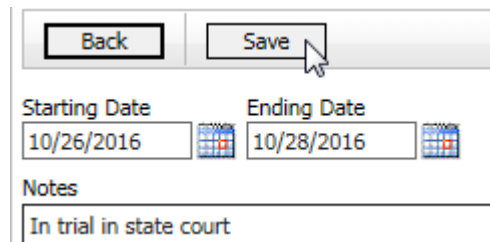
To **edit a billing record**, click on the bullet for the record you would like to edit. Press [Edit](#) | Make the desired changes and press [Save](#)

**Holding Period:** Beginning December 2016, the Western Division began using this feature. The other divisions are not. This feature allows you to add dates you are unavailable for appointments to eVoucher. This saves the Court time and prevents you from losing your turn. To add dates, click on [View](#)

Then click Add

A horizontal bar containing four buttons: 'Back', 'Edit', 'Add', and 'Delete'. A mouse cursor is pointing at the 'Add' button.

Enter the dates you are unavailable and add a note. Then click Save.

A form for holding period. It has buttons 'Back' and 'Save'. Below them are two date pickers: 'Starting Date' with value '10/26/2016' and 'Ending Date' with value '10/28/2016'. Below the dates is a 'Notes' section with the text 'In trial in state court'.

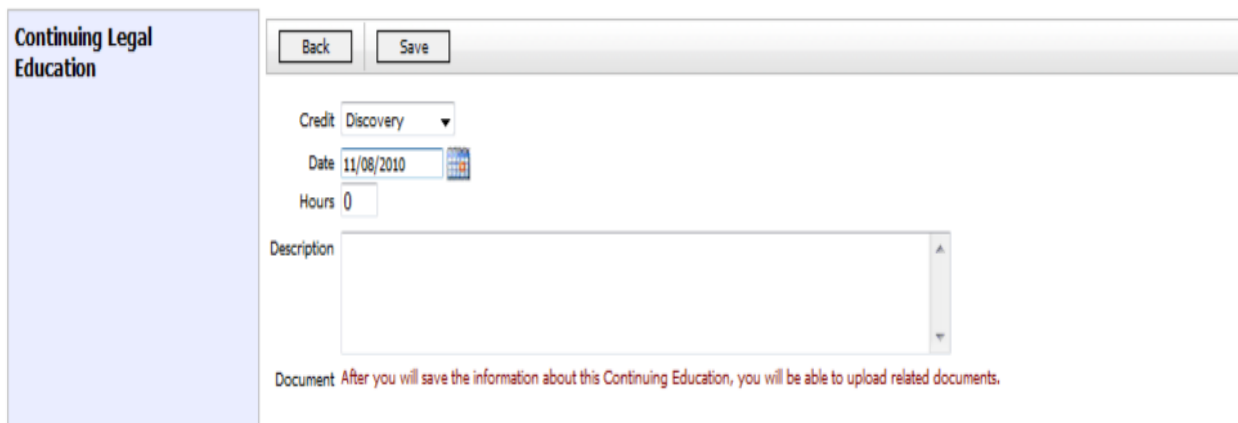
## CLE Records

You can keep track of your CJA related CLE credits via the “Continuing Legal Education” section at the bottom of the page. At this time the District of South Dakota is not requiring this.

A section titled 'Continuing Legal Education'. It contains the text 'No info has been stored. Please click VIEW to type your info.' and a 'View' button.

To enter a CLE credit, click on [View](#) then click [Add](#)

Click on Choose the type of credit by clicking on the arrow. Enter the date, the number of hours and a description of the program and click on [Save](#)

A form for adding a CLE credit. It has buttons 'Back' and 'Save'. Below them is a 'Credit' dropdown menu with 'Discovery' selected. Below that is a 'Date' field with '11/08/2010' and a calendar icon. Below that is a 'Hours' field with '0'. Below that is a 'Description' text area. At the bottom, there is a red text note: 'Document After you will save the information about this Continuing Education, you will be able to upload related documents.'

Add a PDF document as an attachment by clicking on [Browse...](#) and locating and clicking on your document. The document will appear in the grid below. [Save](#)  
Click on to complete the entry.

Continuing Legal Education

BackSave

Document successfully uploaded.

Credit

Sentencing

Date

11/22/2010

Hours

1


Description

Sentencing Guidelines Review

Document

Browse...

Search:

File	Delete
Sentencing Guidelines 11 2010 CLE	

1Page 1 of 1 (1 items)

All your entries will be displayed in the grid and can be accessed, edited, or deleted by clicking on the entry and choosing the action you want to take.

Continuing Legal Education

BackSave

Document successfully uploaded.

Credit

Sentencing

Date

11/22/2010

Hours

1


Description

Sentencing Guidelines Review

Document

Browse...

Search:

File	Delete
Sentencing Guidelines 11 2010 CLE	

1Page 1 of 1 (1 items)

## Appointments

You can view your active appointments by either holding your mouse over the **Operations** tab and then clicking on **My Appointments** or looking in the **Appointments' List** folder.

The Court adds termination dates to remove cases from your home page.

Appointments' List	
Appointments	Defendant
<a href="#">Case: 2:10-CR-00160-ECR-RJJ</a> Defendant #: 1 Case Title: USA v. John Smith Attorney: F. Lee Bailey	<b>Defendant: John Smith</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 04/12/10 Pres. Judge: Edward C. Reed, Jr. Adm./Mag Judge: Robert J. Johnston
<a href="#">Case: 2:00-CR-00001-RLH-LRL</a> Defendant #: 1 Case Title: USA vs. Eric Cartmann Attorney: F. Lee Bailey	<b>Defendant: Eric Cartmann</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/01/01 Pres. Judge: Roger L. Hunt Adm./Mag Judge: Lawrence R. Leavitt

You can review a specific appointment by clicking on the [Case Number](#). Information about the appointment, as well as any vouchers or documents associated with the appointment, will be displayed.

### Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

**View Representation**

**Create New Voucher**

**AUTH** [Create](#)  
Authorization for Expert and other Services

**AUTH-24** [Create](#)  
Authorization for payment of transcript

**CJA-20** [Create](#)  
Appointment of and Authority to Pay Court-Appointed Counsel

**CJA-21** [Create](#)  
Authorization and Voucher for Expert and other Services

**CJA-24** [Create](#)  
Authorization and Voucher for Payment of Transcript

**CJA-26** [Create](#)  
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

**TRAVEL** [Create](#)  
Authorization for payment of Travel

### Appointment Info

1. CIR. DIST. DIV. CODE 0869	2. PERSON REPRESENTED Homer Simpson	VOUCHER NUMBER
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 4:14-CR-40001-1-KES-JES	5. APPEALS. DKT/DEF NUMBER
6. IN CASE MATTER OF (Case Name) USA v. Woldt	7. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	8. TYPE PERSON REPRESENTED Adult Defendant
9. OFFENSE(S) CHARGED 18-922G F 18 U.S.C. § 922(g)(3) Possession of Firearm by Prohibited Person		10. REPRESENTATION TYPE Criminal Case
11. ATTORNEY'S NAME AND MAILING ADDRESS Sam E. Khorroosi 300 N. Dakota Ave. Suite 405 Sioux Falls SD 57104 Phone: (605) 332-7030		12. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court John Simko Date of Order 12/1/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
13. LAW FIRM NAME AND MAILING ADDRESS		

### Vouchers on File

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
<a href="#">4:14-CR-40001-KES-JES</a> Start: 07/07/2015 End: 07/07/2015	Homer Simpson (# 1) Claimed Amount: 428.40	CJA-20 Sam E. Khorroosi	Voucher Entry <a href="#">Edit</a>	07/07/2015
<a href="#">4:14-CR-40001-KES-JES</a> Start: 07/16/2015 End: 07/16/2015	Homer Simpson (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed <a href="#">0869.0000224</a>	07/16/2015
<a href="#">4:14-CR-40001-KES-JES</a> Start: 07/31/2015 End: 07/31/2015	Homer Simpson (# 1) Claimed Amount: 800.00 Approved Amount: 800.00	CJA-21 Sang D. Kue Interpreter Translator	Voucher Closed <a href="#">0869.0000225</a>	02/04/2016

You can review representation information by clicking on **View Representation**

**Appointment**  
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers.

[View Representation](#)

[Create New Voucher](#)

**AUTH** [Create](#)  
Authorization for Expert and other Services

**AUTH-24** [Create](#)  
Authorization for payment of transcript

**CJA-20** [Create](#)  
Appointment of and Authority to Pay Court-Appointed Counsel

**CJA-21** [Create](#)  
Authorization and Voucher for Expert and other Services

**CJA-24** [Create](#)  
Authorization and Voucher for Payment of Transcript

**CJA-26** [Create](#)  
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

**TRAVEL** [Create](#)  
Authorization for payment of Travel

### Appointment Info

1. CIR./DIST./DIV.CODE 0978		2. PERSON REPRESENTED Eric Cartmann		VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER		4. DIST. DKT./DEF.NUMBER 2:00-CR-00001-1-RLH-LRL		5. APPEALS. DKT./DEF.NUMBER	
6. OTHER. DKT./DEF.NUMBER		7. IN CASE/MATTER OF(Case Name) USA vs. Eric Cartmann		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case			
11. OFFENSE(S) CHARGED 18:13-4994.F FRAUD, FALSE ENTRIES, OTHER:18:13-4992.F FRAUD, CONSPIRACY TO DEFRAUD, OTHER					
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1111 123 Las NV 89101 Phone: 702-111-1111			13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel  Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Peggy A. Leen Date of Order      Nunc Pro Tunc Date 1/1/2001 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
14. LAW FIRM NAME AND MAILING ADDRESS					

### Vouchers on File

To group by a particular Header, drag the column to this area.

Case	Defendant	Type	Status
<a href="#" style="color: blue; text-decoration: underline;">2:00-CR-00001-RLH-LRL</a> Start: 01/01/2001 End: 04/29/2010	Eric Cartmann (# 1) Claimed Amount: 126.75	CJA-20 F. Lee Bailey	Voucher Entry <a href="#" style="color: blue; text-decoration: underline;">Edit</a>

Page 1 of 1 (1 items)

The representation information will also display the default excess fee limit, presiding judge and magistrate judge as well as co-counsel

**Representation**  
In this page you can access information of an existing representation.

### Representation Info

1. CIR./DIST./DIV.CODE 0978		2. PERSON REPRESENTED Eric Cartmann		VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER		4. DIST. DKT./DEF.NUMBER 2:00-CR-00001-1-RLH-LRL		5. APPEALS. DKT./DEF.NUMBER	
6. OTHER. DKT./DEF.NUMBER		7. IN CASE/MATTER OF(Case Name) USA vs. Eric Cartmann		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case			
11. OFFENSE(S) CHARGED 18:13-4994.F FRAUD, FALSE ENTRIES, OTHER:18:13-4992.F FRAUD, CONSPIRACY TO DEFRAUD, OTHER					
EXCESS FEE LIMIT \$9,700.00		PRESIDING JUDGE Roger L. Hunt		MAGISTRATE JUDGE Lawrence R. Leavitt	
DESIGNEE					

App.ID	Attorney	Order Type	Order	Email
<a href="#" style="color: blue; text-decoration: underline;">261</a>	F. Lee Bailey	Appointing Counsel	01/01/01	Cindy_Jensen@nvd.uscourts.gov

You can also run reports and create new vouchers and documents from this page.

To leave this page and return to your "Home" page, click on Home on the menu bar at the top of the page.

## Create a Voucher / Document (CJA 20)

Note: All voucher types and documents function primarily the same. The following instructions, while showing a CJA 20, pertain to all the voucher/document types. The few differences for other types of vouchers/documents will be identified and discussed in a separate section for each voucher/document.

- Locate the appointment for which you want to create the voucher.
- Click on the [Case Number](#).

**Appointment**  
In this page you will find a summary about this appointment including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

**Create New Voucher**  

**AUTH** [Create](#)  
Authorization for Expert and other Services

**AUTH-24** [Create](#)  
Authorization for payment of transcript

**CJA-20** [Create](#)  
Appointment of and Authority to Pay Court-Appointed Counsel

**CJA-21** [Create](#)  
Authorization and Voucher for Expert and other Services

**CJA-24** [Create](#)  
Authorization and Voucher for Payment of Transcript

**CJA-26** [Create](#)  
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

**TRAVEL** [Create](#)  
Authorization for payment of Travel

**Appointment Info**

1. CIR./DIST./DIV.CODE 0978	2. PERSON REPRESENTED Eric Cartmann	VOUCHER NUMBER	
3. MAG. DKT./DEF NUMBER	4. DIST. DKT./DEF NUMBER 2:00-CR-00001-1-RLH-LRL	5. APPEALS. DKT./DEF NUMBER	6. OTHER. DKT./DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA vs. Eric Cartmann	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:13-4994.F FRAUD, FALSE ENTRIES, OTHER18:13-4992.F FRAUD, CONSPIRACY TO DEFRAUD, OTHER			
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1111 123 Las NV 89101 Phone: 702-111-1111		13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel  Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Peggy A. Leen Date of Order 1/1/2001 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

**Vouchers on File**  
To group by a particular Header, drag the column to this area.

Case	Defendant	Type	Status
<a href="#">2:00-CR-00001-RLH-LRL</a> Start: 01/01/2001 End: 04/29/2010	Eric Cartmann (# 1) Claimed Amount: 126.75	CJA-20 F. Lee Bailey	Voucher Entry <a href="#">Edit</a>
<a href="#">2:00-CR-00001-RLH-LRL</a> Start: 04/29/2010 End: 04/29/2010	Eric Cartmann (# 1) Claimed Amount: 955.65	CJA-21 Hubert J. Goodrich Investigator	Submitted to Attorney <a href="#">0978.0001007</a>

1

Page 1 of 1 (2 items)

- Click on “[Create](#)” for the type of voucher or document you want to create.

Navigate between the pages of the voucher by clicking on the tab for pages as listed on the top:

► **Basic Info** ► **Services** ► **Expenses** ► **Claim Status** ► **Documents** ► **Confirmation**

or move directionally on the bottom:

<< First < Previous Next > Last >> Save Delete Draft

The following information will be displayed for all vouchers.



**CJA-20**  
 Attorney Enters  
 Def.: Panfilo Martinez-Martinez

[Link to CM/ECF](#)

Voucher #:  
 Start Date: 8/21/2014  
 End Date: 8/21/2014


 Services: \$0.00

In Court Services		
Service	Hours	Amt.
Arraignment and/or Plea	0	\$0.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	0	\$0.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
<b>Totals</b>	<b>0.0</b>	<b>\$0.00</b>

Out of Court Services		
Service	Hours	Amt.
Interviews and Conferences	0	\$0.00
Obtaining and Reviewing Records	0	\$0.00
Legal Research and Brief Writing	0	\$0.00
Travel Time	0	\$0.00
Investigative and Other Work	0	\$0.00
<b>Totals</b>	<b>0.0</b>	<b>\$0.00</b>


 Expenses: \$0.00

Travel	
Expense Type	Amount
Travel Miles	\$0.00
Travel Misc	\$0.00
<b>Totals</b>	<b>\$0.00</b>

Expenses	
Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
<b>Totals</b>	<b>\$0.00</b>

**Reports**

[Defendant Detail Budget Report](#)  
 Detail budget info for defendant

[Form CJA20](#)

[Defendant Summary Budget Report](#)  
 Totals only of budget info for defendant

Shows the type of voucher or document and the state it is in.

Shows the voucher # (note: a voucher number is assigned when the voucher is submitted) and the period of time the voucher covers.

Click on the ▼ to display a running total of the items entered for services on the voucher.


Click on the ▼ to display a running total of the items entered for expenses on the voucher.

Click on the name of a report you would like to run for this appointment.

## Basic Info:

The [Basic Info](#) page will come up.

The Basic Info page displays information regarding the appointment.

**CJA-20 Voucher**  
Voucher Entry

Voucher #:  
Start Date: 4/30/2010  
End Date: 4/30/2010

Services: \$0.00

Expenses: \$0.00

**Reports**  
[Defendant Summary Report](#)  
[Defendant Detail Report](#)  
[Form CJA20](#)

**Basic Info** | Services | Expenses | Claim Status | Documents | Confirmation

### Basic Info

1. CIR. DIST. DIV. CODE 0978	2. PERSON REPRESENTED Eric Cartmann		VOUCHER NUMBER
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 2:00-CR-00001-1-RLH-LRL	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA vs. Eric Cartmann	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:13-4994.F FRAUD, FALSE ENTRIES, OTHER18:13-4992.F FRAUD, CONSPIRACY TO DEFRAUD, OTHER			
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1111 123 Las NV 89101 Phone: 702-111-1111		13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel  Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Peggy A. Leen Date of Order 1/1/2001 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

### Payment Info

Preferred Payee **F. Lee Bailey**

**F. Lee Bailey**  
SSN/EIN:\*\*\*-\*\*-1111  
123 Oak  
Las Vegas, NV  
89101 - USA  
Phone: 702-111-1111  
Fax:

<< First < Previous Next >> Last >> Save Delete Draft

Select the Preferred Payee for the voucher by clicking on the arrow. A list of the available billing records will be displayed. Click on the payee for this voucher.

### Payment Info

Preferred Payee **F. Lee Bailey**

**F. Lee Bailey**  
123 Oak  
Las Vegas, NV  
89101 - USA  
Phone: 702-111-1111  
Fax:



## Entering Services:

Navigate to the **Services** tab.

**Services**  
\* Required Fields

Date: 4/29/2010 \*  
Service Type: \*  
Description: \*  
Doc. # (ECF):  
Pages:  
Hours: \* at rate 125.00  
Add Delete Item

To group by a particular Header, drag the column to this area.

Service Type	Date	Description	Hrs	Rate	Amt
--------------	------	-------------	-----	------	-----

Page 1 of 0 (0 items)

**Note:** The hourly rate is tied to the date and will automatically be applied.

- Date: Enter the date the service was provided (you can either type in the date or click on the calendar and select a date)
- Service Type . Click on the ▼ and select (click on) the type of service from the drop-down list. In Court Services appear first, followed by Out of Court Services.
- Description. Type a description of the service provided.
- Hours. Type the number of hours (note: it must be in 10ths of an hour, i.e., .1)
- Press **Add** and the entry will appear in the grid below.
- Edit. Select the entry you want to change by clicking on it in the grid. The entry will appear in the entry portion of the screen. Make the desired changes and press **Add**

When you have finished making entries, press **Save** to save your entries.

Note: Press **Delete Item** to remove an item from the grid.

## Entering Expenses:

Navigate to the **Expenses** tab.

The screenshot shows the 'Expenses' tab selected in a navigation bar. Below the bar, there's a form with fields for Date (10/28/2016), Expense Type (a dropdown menu), Miles (a text box), and Amount (a text box). A description field is also present. An orange arrow points from a note box to the 'Miles' field. Below the form, there's a table with columns: Expense Type, Date, Description, Mile, Rate, Amount, Audit Notes, Audit Mile, and Audit Amt. The table is currently empty. At the bottom, there are navigation buttons: « First, < Previous, Next >, Last », Save, and Delete Draft.

**Expenses**

Date: 10/28/2016 \* Description:

Expense Type:  \*

Miles:  at \$0.5400 per mile.

\* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amount	Audit Notes	Audit Mile	Audit Amt
(Empty)								

**Note:** The rate per mile is tied to the date and will automatically be applied.

« First < Previous Next > Last » Save Delete Draft

- Date: Enter the date the expense was incurred (you can either type in the date or click on the calendar and select a date)
- Expense Type . Click on the and select (click on) the type of expense from the drop-down list.
- Description. Type a description of the expense.
- Miles. Type the number of miles claimed (only if the entry is for "Travel Miles")
- Amount. Enter the amount of the expense (do **not** use the "\$" sign or commas.)
- Press and the entry will appear in the grid below.
- Edit. Select the entry you want to change by clicking on it in the grid. The entry will appear in the entry portion of the screen. Make the desired changes and press

When you have finished making entries, press to save your entries.

Note: Press to remove an item from the grid.

## Claim Status:

Navigate to the [▶ Claim Status](#) tab.

### Claim Status

Start Date

4/30/2010

\*

End Date

4/30/2010

\*

Payment Claims

☐ Final Payment

☐ Interim Payment  (pmt.number)

☐ Supplemental Payment

Have you previously applied to the court for compensation and/or reimbursement for this?

☐ Yes ☐ No

If Yes, were you paid?

☐ Yes ☐ No

Other than from the Court, have you, or to your knowledge has anyone else, received payment (*compensation or anything of value*) from any other source in connection with this representation?

☐ Yes ☐ No

- Start Date: Enter the beginning date for the time period covered by this voucher (you can either type in the date or click on the calendar and select a date).
- End Date: Enter the ending date for the time period covered by this voucher.
- Payment Claims: Click on the appropriate type of claim. If it is an interim payment, make sure you enter the interim payment number in the (pmt.number) box.
- Compensation Questions: Click on the answer to the questions.

## Interim Payments:

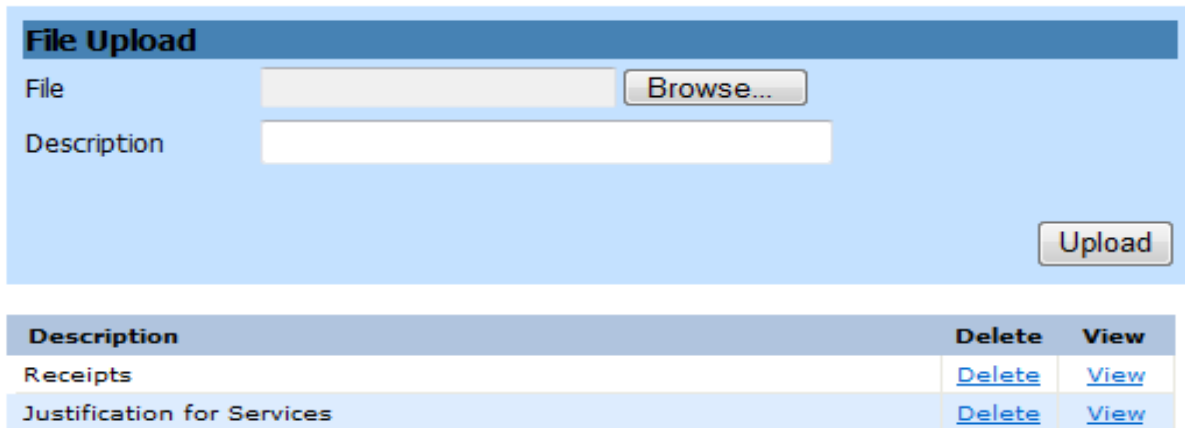
Note. If a request for interim payments is being made, contact the CJA Department for Judge specific instructions.

## Documents:

Navigate to the  **Documents** tab.

---

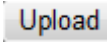
## Supporting Documents



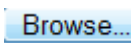
The screenshot shows a 'File Upload' form with a blue header. Below the header, there are two input fields: 'File' and 'Description'. The 'File' field has a 'Browse...' button next to it. The 'Description' field is a simple text box. At the bottom right of the form is an 'Upload' button. Below the form is a table with two columns: 'Description', 'Delete', and 'View'.

Description	Delete	View
Receipts	<a href="#">Delete</a>	<a href="#">View</a>
Justification for Services	<a href="#">Delete</a>	<a href="#">View</a>

All documents uploaded to the system must be in the PDF format.

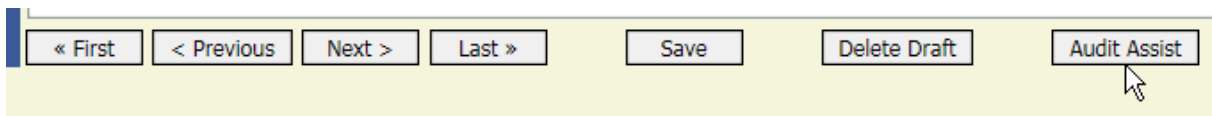
- File. Use the  to access your directory of files. Identify the PDF file you want to upload and click on it. The file path will be displayed in the “File” field.
- Description. Type in a description/name for the document being uploaded.
- Upload. Press the file will appear in the grid below.

Delete. You can delete a document by pressing “Delete”.

View. You can  view a document by pressing “View”.

## Audit Assist

This feature is new to 5.0 and will alert counsel to common errors. Use of this feature will speed up processing by the court and help reduce the rejection of your vouchers.



The screenshot shows a horizontal bar with several buttons: « First, < Previous, Next >, Last », Save, Delete Draft, and Audit Assist. A mouse cursor is pointing at the Audit Assist button.

Before submitting your voucher, click on audit assist and review warnings and errors.

## Confirmation:

Navigate to the [Confirmation](#) tab.

The “Confirmation” page will display the data that has been entered in the format of the voucher. As the voucher is “signed” the signature/approval information will be included on the voucher.

### Submit Voucher.

At the bottom of the confirmation page you will be asked to check the box to swear to the correctness of the voucher. Click on the ☐ to sign the voucher. The ☐ will be highlighted. Click on the button to submit the voucher to the court.



Note: Once the voucher has been submitted, you will be able to view it but you will not be able to change it, unless it is returned to you by the court.

**Delete Voucher.** You can delete a draft voucher by clicking [Delete Draft](#) on [You](#) can not delete a voucher that has been submitted to the court unless it is returned to you.

Notes Attention: The notes you enter will be available to the next approval level.

☒ I swear and affirm the truth or correctness of the above statements  
Date:

## Edit Voucher:

You can work on your voucher over time adding services, expenses and documents as needed.

To edit a voucher:


- Click on “[Edit](#)” for the voucher you want to access.
- Make your additions per the foregoing instructions.

Remember to [Save](#) the voucher each time you work on it.


2:00-CR-00001-RLH... Start: 01/01/2001 End: 04/29/2010	Eric Cartmann (# 1) Claimed Amount: 12...	CJA-20 F. Lee Bailey	
--	--	-------------------------	--

## Returned Voucher / Document:

If the Court needs to return a document, an email will be generated and sent by the system notifying you of the reason the document is being returned and any instructions from the Court.

**CJA eVoucher Action On Voucher 0978.0001008**  
cja\_usdistrictcourt to: Cindy\_Jensen

04/30/2010 04:46 PM  
[Show Details](#)

	cja_usdistrictcourt	CJA eVoucher Action On Voucher 0978.0001008	04/30/2010 04:46 PM	4K
---	---------------------	---	---------------------	----

To: [F. Lee Bailey],

Date: 4/30/2010 4:49:10 PM.

---

Document 0978.0001008 submitted for your appointment in case USA vs. Eric Cartmann 2:00-CR-00001 is being returned to you for the following reason(s):

Please attach justification for the services and resubmit the voucher.


The document can be accessed via the CJA eVoucher program at <http://vgsap01/CJATraining>.

Please make the requisite changes and resubmit the document to the court.

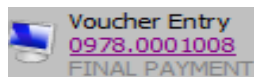
---

Regards,  
U.S. District Court for the District of Nevada

The document will appear in **gold** in the **My Active Vouchers** folder on your home page.

<a href="#">4:14-CR-40001-KES-JES</a> Start: 09/18/2015 End: 09/18/2015	Homer Simpson (# 1) Claimed Amount: 0.00	CJA-20 Sam E. Khorroosi	 Voucher Entry <b>0869.0000232</b> FINAL PAYMENT	02/04/2016
---	---	----------------------------	---	------------

The voucher will retain the voucher number it received when it was submitted and the status will return to



You may access the voucher by clicking on the **voucher num-**  
The Court's notes can be found on the Confirmation page.

Attention: The notes you enter will be available to the next approval level.

Notes

Please attach justification for the services and resubmit the voucher.

## Authorization for Service Providers

Expert services which are expected to exceed \$800 must have prior court approval. Court approval is obtained via an “Authorization”.

### Initial request

Follow the instructions to **“Create a Voucher / Document”** and select the option.



Select the first option

**Create New Authorization**  
Use this button to create a new authorization.

1. CIR. DIST. DIV. CODE 0869	2. PERSON REPRESENTED Izzy Dead	VOUCHER NUMBER	
3. MAG. DKT DEF. NUMBER	4. DIST. DKT DEF. NUMBER 4:17-CR-40290-1-KES-VLD	5. APPEALS. DKT DEF. NUMBER	6. OTHER. DKT DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Dead	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:1951.F 18 U.S.C. § 1951 INTERFERENCE WITH COMMERCE BY THREATS AND VIOLENCE 18:924C.F 18 U.S.C. § 924(c)(1)(A)(ii) BRANDISHING A FIREARM DURING A FEDERAL CRIME OF VIOLENCE 18:924C.F 18 U.S.C. § 924(c)(1)(A)(iii) DISCHARGING A FIREARM DURING A FEDERAL CRIME OF VIOLENCE 18:922G.F 18 U.S.C. §§ 922(g)(1) and 924(a)(2) FELON IN POSSESSION OF FIREARM			
12. ATTORNEY'S NAME AND MAILING ADDRESS Sam E. Khorroosi 110 W. Grant St. #14J Minneapolis MN 55403 Phone: 605-321-0301		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Veronica L. Duffy Date of Order 10/17/2017 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

#### Master Authorization Information

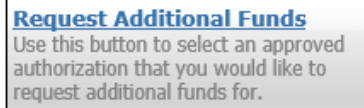
Order Date	<input type="text"/>
Nunc Pro Tunc Date	<input type="text"/>
Repayment	<input type="checkbox"/>
Estimated Amount	\$ <input type="text"/> *
Authorized Amount	\$ <input type="text"/> <input type="checkbox"/> Deactivated
Basis of Estimate	<input type="text"/>
Description	<input type="text"/>
Service Type	<input type="text"/> *
Notes	<input type="text"/>

- Enter the **total** “Estimated Amount”
- Enter the “Description” of services
- Select the “Service Type” by clicking on the  and select the type of service from the drop-down list.
- In the notes field, enter the name of the “Requested Provider”
- Prepare and attach a “Memorandum Re Services Other Than Counsel” as appropriate. (Use the upload feature on the “Documents” page.)
- Submit the request to the Court.

When the Court has approved the Authorization, it will move from your “My Submitted Vouchers” folder to your “Closed Vouchers” folder. NOTE: you will not be able to create a CJA 21 using this authorization until it has been approved.

## Request for Additional Service Provider Funds

Follow the instructions to **“Create a Voucher / Document”** and select the option.



Select the second option

Click on the ID number for the authorization you are requesting additional funds. It will turn a light tan color.

### Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

<b>Create New Authorization</b> Use this button to create a new authorization.	<b>Please Select the Authorization to request additional funds for:</b>								
<b>Request Additional Funds</b> Use this button to select an approved authorization that you would like to request additional funds for.	<table border="1"><tr><td><b>ID Number: 497501</b></td><td>Service Type: Weapons/Firearms/Explosive Expert</td></tr><tr><td>Order Date: 10/17/2017</td><td>Estimated Amount: \$2,500.00</td></tr><tr><td>Authorized Amount: \$2,500.00</td><td>Notes: Abby Sciuto</td></tr><tr><td>Grand Total Amount: \$7,500.00</td><td></td></tr></table>	<b>ID Number: 497501</b>	Service Type: Weapons/Firearms/Explosive Expert	Order Date: 10/17/2017	Estimated Amount: \$2,500.00	Authorized Amount: \$2,500.00	Notes: Abby Sciuto	Grand Total Amount: \$7,500.00	
<b>ID Number: 497501</b>	Service Type: Weapons/Firearms/Explosive Expert								
Order Date: 10/17/2017	Estimated Amount: \$2,500.00								
Authorized Amount: \$2,500.00	Notes: Abby Sciuto								
Grand Total Amount: \$7,500.00									

### Request for Additional Funds on existing Authorization

Order Date	<input type="text"/>	
Nunc Pro Tunc Date	<input type="text"/>	
Repayment	<input type="checkbox"/>	
Estimated Amount	\$ <input type="text"/>	*
Authorized Amount	\$ <input type="text"/>	<input type="checkbox"/> Deactivated
Basis of Estimate	<input type="text"/>	
Description	<input type="text"/>	
Service Type	Weapons/Firearms/Explosive Expert *	
Notes	Abby Sciuto	
<input type="button" value="Create Authorization"/>		

- Enter the **additional** amount requested in the “Estimated Amount.”
- Enter the “Description” of services
- The Service Type and Notes are automatically populated based on the original authorization. Click on “Create Authorization”
- Prepare and attach a “Memorandum Re Services Other Than Counsel” as appropriate. (Use the upload feature on the “Documents” page.)
- Submit the request to the Court.

When the Court has approved the Authorization, it will move from your “My Submitted Vouchers” folder to your “Closed Vouchers” folder.



In version 5.0, the Court has the ability to inactivate authorizations. This is an internal function and does not affect the approval of your service provider. If you see this, you may disregard.

Order Date	04/05/2017	
Nunc Pro Tunc Date		
Repayment	<input type="checkbox"/>	
Estimated Amount	\$ 2500.00	*
Authorized Amount	\$ 2500.00	<input checked="" type="checkbox"/> Deactivated
Basis of Estimate		
	TEST	

## CJA 21 Specifics

Follow the instructions to “**Create a Voucher / Document**” and select the option.

**CJA-21**
[Create](#)

Authorization and Voucher for Expert and other Services

**CJA-21 Voucher**

Voucher #: ---  
Start Date: ---  
End Date: ---

Summary: \$0.00

**Services**

Expense Type	Amount
Travel Miles	\$0.00
Travel Misc	\$0.00
<b>Totals</b>	<b>\$0.00</b>

**Expenses**

Expense Type	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
<b>Totals</b>	<b>\$0.00</b>

**Reports**

[Defendant Summary Report](#)

[Defendant Detail Report](#)

[Form CJA21](#)

**Basic Info**

1. CIR. DIST. DIV. CODE 0978	2. PERSON REPRESENTED Eric Cartmann	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER 2:00-CR-00001-1-RLH-LRL	4. DIST. DKT. DEF. NUMBER 2:00-CR-00001-1-RLH-LRL	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA vs. Eric Cartmann	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:13-4994.F FRAUD, FALSE ENTRIES, OTHER 18:13-4992.F FRAUD, CONSPIRACY TO DEFRAUD, OTHER			
EXCESS FEE LIMIT \$9,700.00	PRESIDING JUDGE Roger L. Hunt	MAGISTRATE JUDGE Lawrence R. Leavitt	DESIGNEE

**Authorization Selection**

You can select a previous authorization request, request a new authorization or click the "No Authorization Required" button if under the statutory limit.

[No Authorization Required](#)

If your voucher compensation is under the statutory limit and does not require prior authorization.

[Use Previous Authorization](#)

Select this option to display a list of previous authorizations and requests in this appointment.

[<< First](#)
[< Previous](#)
[Next >](#)
[Last >>](#)
[Save](#)
[Delete Draft](#)

If the request does not require advance authorization (\$800 or under) click on

[No Authorization Required](#)

If you have a previous authorization click on [Use Previous Authorization](#)

## Authorization Selection

You can select a previous authorization request, request a new authorization or click the "No Authorization Required" button if under the statutory limit.

### No Authorization Required

If your voucher compensation is under the statutory limit and does not require prior authorization.

### Use Previous Authorization

Select this option to display a list of previous authorizations and requests in this appointment.

### Existing Requests for Authorization

**ID Number: 1009**

Order Date: 01/01/2001

Authorized Amount: 25000

Service Type: Investigator

Estimated Amount: 25000

## New Voucher Information

Service Type

Description

### Voucher Assignment

This indicates who will be responsible for filling the voucher claim part

☒ Attorney

☐ Expert

### Service Provider

You can search one of the service providers already in the system  
OR you can enter the required information for another provider

Expert

First Name

Middle

Last Name \*

SSN/EIN:

\*

Email \*

Phone \*

Fax

Address 1 \*

City \*

Address 2

State \*

Zip \*

Address 3

Country

Create Voucher

All approved authorizations associated with the appointment will be displayed.

Click to highlight the authorization to which you will be associating the CJA 21.

### Existing Requests for Authorization

**ID Number: 1009**

Order Date: 01/01/2001

Authorized Amount: 25000

Service Type: Investigator

Estimated Amount: 25000

The service type will roll-over from the authorization selected. If no authorization is being used, you will use the drop-down box to select the service type.

- Enter a “Description” of the service to be provided on the CJA 21.
- Click on the down arrow to select the Expert from the drop-down list.

Note: Only experts registered with the service type selected will appear in the drop-down box. Every attempt has been made to add the service providers before you get to this step. If the service provider’s name is not listed, call the CJA Department. DO NOT enter the information manually. This creates duplicate users and generates emails to parties without access to eVoucher. Any voucher created after entering the information manually may have to be deleted.

**Existing Requests for Authorization**  
 ID Number: 1009  
 Order Date: 01/01/2001  
 Authorized Amount: 25000  
 Service Type: Investigator  
 Estimated Amount: 25000

**New Voucher Information**  
 Service Type: [Dropdown]  
 Description: [Text Field]  
 Voucher Assignment: ☒ Attorney ☐ Expert  
 Service Provider: [Dropdown]  
 Expert: [Dropdown]  
 First Name: [Text Field] Middle: [Text Field] Last Name: [Text Field]  
 SSN/EIN: [Text Field]  
 Email: [Text Field]  
 Phone: [Text Field] Fax: [Text Field]  
 Address 1: [Text Field] City: [Text Field]  
 Address 2: [Text Field] State: [Text Field] Zip: [Text Field]  
 Address 3: [Text Field] Country: [Text Field]  
 Create Voucher [Button]

Click on the ID number to select the authorization

Click on the arrow and select the name of the service provider

DO NOT ENTER ANY INFORMATION IN THESE FIELDS

after you have clicked on the authorization and selected the provider, you will be able to click this button.

- Contact information for the expert selected will be displayed.
- If the selected expert has been given permission to enter their own vouchers, “Voucher Assignment” will be activated .

**Voucher Assignment**  
 This indicates who will be responsible for filling the voucher claim part

☒ Attorney ☐ Expert

- Click on “Attorney” if you will be entering the CJA 21 voucher information on behalf of the expert. Click on “Expert” if you would like the expert to enter the CJA 21 voucher information.

Note: Most experts will not be given permission to enter vouchers. It is the attorney’s responsibility on their behalf.

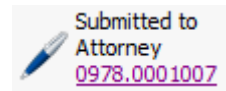
- Click on Create Voucher

## Approval and Submission of CJA 21 Vouchers.

CJA 21 vouchers require two levels of submission or approval. The services must be submitted by the expert and it must be approved by the attorney.

Attorney Enters CJA 21 Voucher Information: The attorney will enter the services and expenses on behalf of the expert (based upon the documentation the expert provided the attorney.) The attorney will perform the first level of submission on behalf of the expert.

The voucher will appear in the attorney's "My Active Vouchers" as



NOTE: Paralegals should enter their time in full. For attorneys submitting CJA 21 vouchers on behalf of service providers, you may enter 1 hour at the full rate. Ex.

**Services**

Date	9/15/2014 *	Description	See attached worksheet
Hours	1.0 *		
Rate	1800.00 *		

The attorney will then perform the second level of approval/submission by clicking on the voucher, navigating to the "Confirmation" page and approving the voucher. The voucher will move to the attorney's "My Submitted Vouchers" folder.

Expert Enters CJA 21 Voucher Information: The expert will perform the first level of submission and approval. The voucher will appear in "My Active Vouchers" on the approving attorney's homepage with the status of "Submitted to Attorney". The attorney will perform the second level of approval and submission as discussed above.

## CJA 30 and 31 Specifics

CJA 30 vouchers function the same as CJA 20 vouchers other than:

- They have a different “Service Type” drop down list on the “Services” page .

Service Type	Description
Doc. # (ECF)	<b>In Court Services</b>
Hours	a. In Court Hearings
	<b>Out of Court Services</b>
	b. Interviews and Conferences
	c. Witness Interviews
	d. Consulting with Investigators and Experts
	e. Obtaining and Reviewing Records
	f. Obtaining and Reviewing Evidence
	g. Consulting with Expert Counsel
	h. Legal Research and Writing
	i. Travel Time
	j. Other

- CJA 30 and 31 vouchers have a mandatory “Stage of Proceeding” drop-down box on the “Claim Status” page which the other vouchers do not have.

## Claim Status

Start Date	End Date
5/3/2010	5/3/2010

Payment Claims	Stage of Proceeding
<input type="radio"/> Final Payment	Capital Prosecution
<input type="radio"/> Interim Payment (pmt.number)	a. Pre-Trial
<input type="radio"/> Supplemental Payment	b. Trial
	c. Sentencing
	d. Other Post Trial
	e. Appeal
	f. Petition for the US Supreme Writ of Certiorari
	Habeas Corpus
	g. Habeas Petition
	h. Evidentiary Hearing
	i. Dispositive Motions
	j. Appeal
	k. Petition for the US Supreme Writ of Certiorari
	Other Proceeding
	l. Stay of Execution
	m. Appeal of Denial of Stay

Have you previously applied to the court for compensation and/or payment?

If Yes, were you paid?

Other than from the Court, have you, or to your knowledge has anyone, received payment (compensation or anything of value) from any other source for this representation?


<< First < Previous Next > Last >> Save Delete Draft

## Case Budgets using the CJA 26

When fees in excess of \$30,000 are anticipated, the attorney must prepare and submit a CJA 26 through the system. A **“Case Budget Authorization” proposal must also be completed and attached** as a PDF document.

Follow the instructions to **“Create a Voucher / Document”** and select the option.

**CJA-26** [Create](#)  
Statement for a Compensation Claim in  
Excess of the Statutory Case  
Compensation Maximum: District Court



**CJA-26 Voucher**  
Request  
Authorization 26

Voucher #:  
Request Date: 1/1/1901  
Decision Date: 1/1/1901

**Reports**

[Defendant Summary Report](#)

[Defendant Detail Report](#)

Basic Info
Justification
Documents
Confirmation

### Basic Info

1. CIR./DIST./DIV.CODE 0978	2. PERSON REPRESENTED Eric Cartmann	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 2-00-CR-00001-1-RLH-LRL	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA vs. Eric Cartmann	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:13-4994 F FRAUD, FALSE ENTRIES, OTHER18:13-4992 F FRAUD, CONSPIRACY TO DEFRAUD, OTHER			
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1111 123 Las NV 89101 Phone: 702-111-1111		13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Peggy A. Leen Date of Order 1/1/2001 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Amount Requested 0 \*

Pre Trial Hours  Trial Hours  Sentencing Hours  Other In-Court Hours  Out-Of-Court Hours

Number of Counts  Number of Co-Defendants

Other Pending Cases

Sentencing Guideline Range

Mandatory Minimum Found ☐

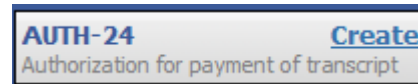
Amount Approved

<< First
< Previous
Next >
Last >>
Save
Delete Draft

- Enter the “Amount Requested”. This is the only field that the District of South Dakota requires. You do not need to complete the “Justification” page.
- Prepare and attach a “Case Budget Authorization” proposal available on our website. (Use the upload feature on the “Documents” page.)

## CJA24 Authorization for Payment of Transcript

First you must request the transcript by clicking on AUTH—24



Proceeding Transcript To Be Used	Appeal
Proceeding To Be Transcribed	12/2/13 - 12/5/13 Jury Trial, 3/2/14 Sentencing, and word index
Apportioned Cost (%)	
Apportioned Case and Defendant	
Special Transcript Handling	None
Transcripts	<input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Jury Instructions <input type="checkbox"/> Voir Dire
Order Date	
Nunc Pro Tunc Date	

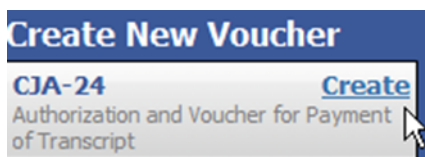
« First   < Previous   Next >   Last »   Save   Delete Draft

- Enter the proceeding transcript is to be used.
- Enter the Proceeding to be transcribed. Include dates. Include whether you are requesting the word index or not.
- Determine whether you need to request any special handling or authorizations from the court.
- Submit the request to the Court.

When the Court has approved the Authorization, it will move from your “My Submitted Vouchers” folder to your “Closed Vouchers” folder.

NOTE: All staff court reporters and some contract court reporters will be submitting the CJA 24 for payment through the eVoucher system. Other contract court reporters will be submitting their invoice directly to you for input into the eVoucher system. **If the staff court reporter submits the voucher to you electronically, you may skip to page 33**

- Click on the CJA-24 Create button on the left side of the screen.



- Click on the ID number that matches the authorization. Choose the court reporter from the expert drop down field. And click Create Voucher.

## Authorization Selection

Select an approved authorization request for this CJA-24

### Existing Requests for Authorization

<b>ID Number: 141</b> Order Date: 06/01/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0
---	--

### New Voucher Information

Description

Voucher Assignment ☒ Attorney ☐ Expert

*This indicates who will be responsible for filling the voucher claim part*

Court Report/Transcriber Status

☒ Official ☐ Contract ☐ Transcriber ☐ Other

Service Provider

You can search one of the service providers already in the system OR you can enter the required information for another provider

Expert

Expert Info

Details

**Jill Connelly**

400 S Phillips Ave  
Sioux Falls SD 57104 uSA  
Phone: 605-330-6669

Create Voucher

- Click on the Services Tab and complete the boxes.

Basic Info	Services	Expenses	Documents	Confirmation
------------	----------	----------	-----------	--------------

### Services

Date	<input type="text" value="7/29/2014"/>	Description	<input type="text"/>
Service Type	<input type="text"/>		
Include Page Numbers	<input type="text"/>		
No. of Pages	<input type="text"/>	Rate Per Page	<input type="text"/>
Less Amount Apportioned	<input type="text"/>		
Less Amount Adjusted	<input type="text"/>		

\* Required Fields


Add Delete Item

- Be sure to click the Add button.
- Add any expenses or documents as needed.
- On the confirmation tab, review the amounts to verify everything is correct. Click on the check box and submit.



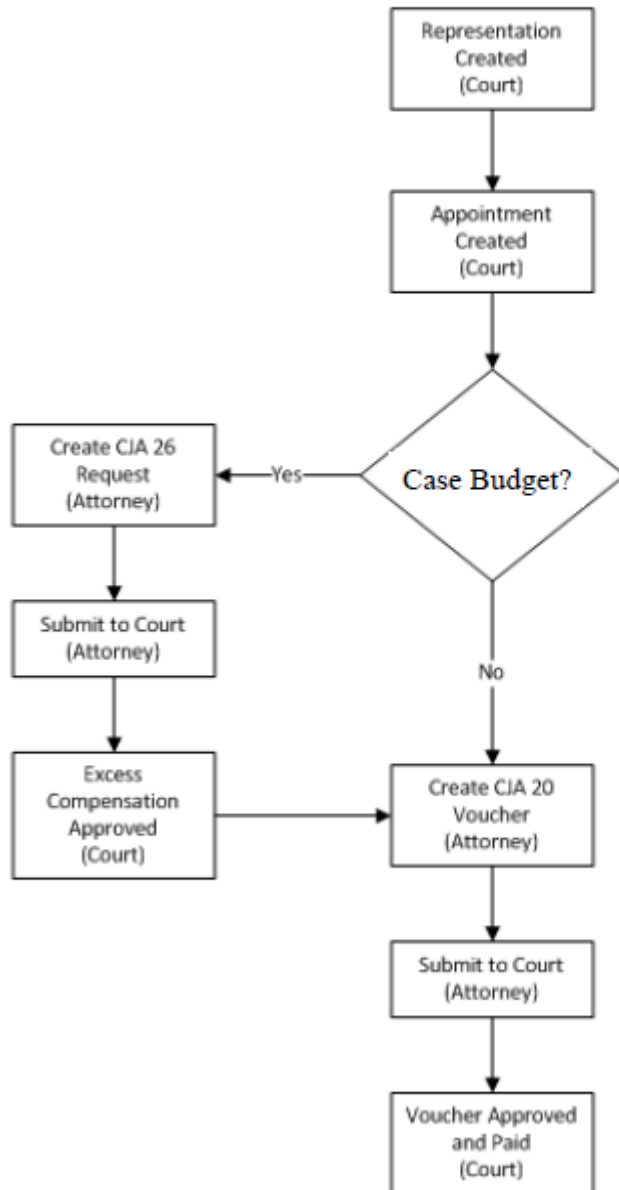
## Attorney verification of CJA 24

You will receive an email that the CJA 24 has been submitted to you for review. The CJA 24 will now appear in your list of active documents on the home screen.

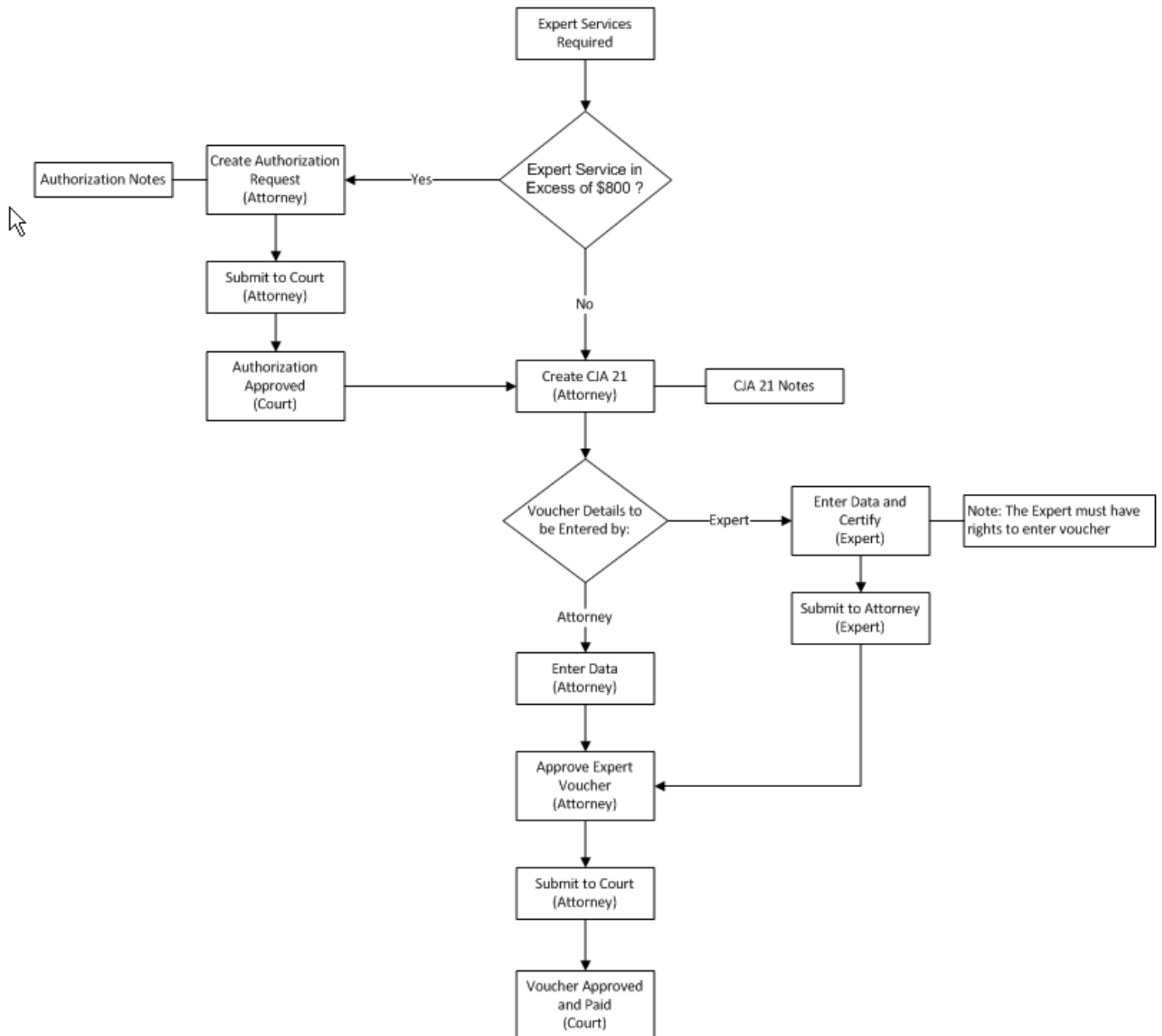
My Active Documents			
To group by a particular Header, drag the column to this area.		Search: <input type="text"/>	
Case	Defendant	Type	Status
<a href="#">4:14-CR-40062-JL...</a> Start: 07/29/2014 End: 07/29/2014	Panfilo Martinez-Martine... Claimed Amount: 54.75	CJA-24 Jill Connolly	 Submitted to Attorney <a href="#">0869.0000143</a>

- Confirm that the CJA 24 matches the transcript you received.
- Submit the voucher to the Court.

# Attorney Compensation



# Expert Compensation



## **eVoucher FAQs/Troubleshooting**

### **The eVoucher program sometimes signs out even though I am entering data.**

The eVoucher program only recognizes “action” items – like hitting the Save button – as activity and will periodically time out for security purposes. It is good practice to save your work often to prevent loss of data.

### **I have lost data even after I hit the “Save” button – what happened?**

The probable culprit is an outdated web browser. Make sure you have a current version (on Windows, the site is best using Internet Explorer 8 or newer; with Apple, the site is best using Safari 5 or newer).

If you have an updated web browser, it may be a setting that needs to be changed. Contact the eVoucher help desk.

### **I don’t see all my appointments on my Home page.**


Court staff has to enter case information into the system. Contact the CJA department by phone or email.

### **I submitted a voucher but now it is back in My Active Vouchers but appears highlighted – what does that mean?**

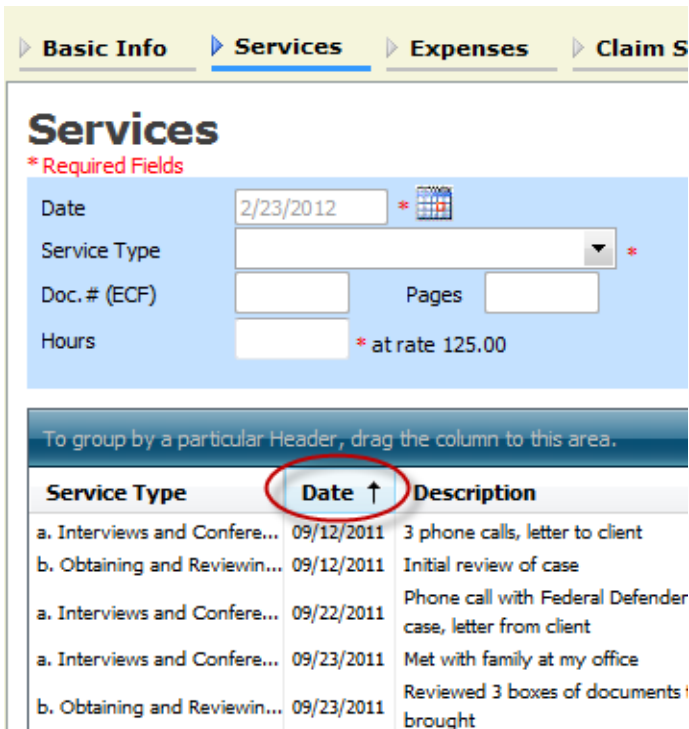
An entry that looks like the one below means that the voucher has been rejected by CJA court staff.

4:14-CR-40009-KES-JES Start: 08/01/2014 End: 09/15/2014	Jeremy L. DeBoer (# 1) Claimed Amount: 618.85	CJA-20 Stephanie R. Amiotte	 Voucher Entry 0869.0000166 FINAL PAYMENT
---	--	--------------------------------	--

## When I start entering time, I get this error message:


 Service and/or Expenses are out of the Voucher Start and End Dates.

Go to the Claim Status section of the voucher. The start date and the end date in that section have to be the earliest and latest dates you entered in either the services or expenses section. To easily find out what the earliest and latest dates are, go to the Services (or Expenses) tab and click on the Date column heading once to sort by date chronologically:



**Services**

\* Required Fields

Date: 2/23/2012 \* 

Service Type:  \*

Doc. # (ECF):  Pages:


Hours:  \* at rate 125.00

To group by a particular Header, drag the column to this area.

Service Type	Date ↑	Description
a. Interviews and Confere...	09/12/2011	3 phone calls, letter to client
b. Obtaining and Reviewin...	09/12/2011	Initial review of case
a. Interviews and Confere...	09/22/2011	Phone call with Federal Defender case, letter from client
a. Interviews and Confere...	09/23/2011	Met with family at my office
b. Obtaining and Reviewin...	09/23/2011	Reviewed 3 boxes of documents brought

Click on Date again and it will sort in reverse chronological order. Once you have entered the correct start and end dates in the Claim Status section, refresh your browser and the error message will go away.

## I received this error message and it prevents me from submitting my voucher.

 The date of this voucher is before the Appointment Date.

Contact the CJA department or email the eVoucher help desk. If deemed appropriate, staff will enter a nunc pro tunc date so that your voucher can be submitted with time prior to the date of your appointment.

## How can I change my username and password?

After logging in to eVoucher, you may change your username and password by clicking on the **My Profile** link near the top of your **Home** page. Your password must be different than the previous password and contain all of the following:

- at least 8 characters,
- at least one upper case character,
- at least one lower case character,
- at least one numerical character, and
- at least one special character (!, @, #, \$, %, ^, &, -, +)

To change your username, type over the existing username then click **change**. To change your password, click **reset**, type the new password twice, then click **reset** again. Passwords expire every 180 days.